

**County of San Diego, Health and Human Services Agency (HHSA)  
CalWORKs Program Guide**

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**Revision Date:**

February 1, 2022

**Background:**

State regulations indicate that whenever eligibility to CalWORKs, Refugee Cash Assistance (RCA), or Cuban Haitian Entrant Program (CHEP) ceases, all Members of the Assistance Units (AU) will be evaluated for continuing Medi-Cal and/or Transitional CalFresh (TCF) benefits. Customers who are in a CalWORKs household, but who are ineligible to CalWORKs may be eligible to the Modified Adjusted Gross Income (MAGI) Medi-Cal program, if all other conditions of eligibility are met.

**Purpose:**

This section is being revised to incorporate CalWORKs Program Guide (CPG) section 44-400 into this section and to update to current formatting standards. With this revision, CPG section 44-400 is now obsolete.

**Policy:**

Human Services Specialists (HSSs) are responsible for evaluating all closed cash cases for continuing Medi-Cal eligibility and TCF. Instructions and procedures can be found in the Medi-Cal Program Guide (MPG) and CalFresh Program Guide (CFPG). All cash cases with a few exceptions are automatically converted to the appropriate Medi-Cal aid code when cash aid discontinues. Staff are responsible for conducting an *ex-parte* review to ensure that the Medi-Cal eligibility transitions correctly. The following are instances when a cash aid case would not automatically transfer to Medi-Cal or TCF:

- Death
- Resident of a public institution
- Loss of California residence
- Recipient requests a discontinuance that includes Medi-Cal discontinuance, and
- Receipt of Supplemental Security Income (SSI)/ State Supplementary Payment (SSP)

**Transitional Medi-Cal**

If a CalWORKs recipient is discontinued for reasons that could affect their Medi-Cal eligibility, the Medi-Cal Change in Circumstances Redetermination process must be completed. Refer to MPG 14.15.02. Cases that have Medi-Cal linkage will be mailed the *Request for Tax Household Information* (RFTHI) form along with the Renewal (RRR) packet.

Transitional Medi-Cal (TMC) is for California families who are no longer eligible to the CalWORKs or MAGI Medi-Cal programs because of increased earnings. All members of the family may still receive no-cost Medi-Cal for up to 12 months. See MPG 05.07 for additional guidance on this program.

Four Month Continuing Medi-Cal may be available for families who are no longer eligible to the CalWORKs, or MAGI Medi-Cal programs, solely or in part due to collection or receipt of increased child/spousal support. See MPG 05.07 for additional guidance on this program.

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See MPG 04.16.01 Inter/Intra Program Transfers, for instructions on processing inter/intra program transfers for customers who lose eligibility to Medi-Cal resulting from a discontinuance from CalWORKs, Refugee Cash Assistance or Cuban Haitian Entrant Program (RCA/CHPEP).

#### Discontinuances that Do Not Require a Further Review of Medi-Cal Eligibility

The following are circumstances in which an *ex-parte* review or determination of continued eligibility to the Medi-Cal Program would not be required:

- Loss of California residency
- The customer submits a written request to discontinue Medi-Cal benefits
- Incarceration
- Death
- The customer is transitioning to another Self-Sufficiency program that provides Medi-Cal (for example, Foster Care, SSI, or the Adoptions Assistance Program (AAP))

The discontinuance reason which requires no further review of Medi-Cal eligibility must be included in case comments. If a discrepancy is discovered when reviewing the case record, staff must follow-up and take appropriate action.

**Note:** Other family members discontinued from CalWORKs may be entitled to an *ex-parte* review and conversion to Medi-Cal only benefits. Therefore, everyone's reason for CalWORKs discontinuance must be reviewed.

#### Transitional CalFresh

When a CalWORKs case with associated CalFresh benefits closes, the customers may be eligible to TCF. If eligible, the CalFresh benefits automatically transition to a TCF aid type. HSSs are responsible for reviewing and ensuring the proper transition of TCF eligibility. If the determination indicates TCF eligibility, the HSS will follow the procedures in CFPG 63-321.2 which includes TCF Eligibility Exceptions for households not eligible to receive TCF.

#### Additional Actions when CalWORKs Discontinues

- Review the Print Queue: Issue and/or delete correspondence as applicable
- Review Employment Services and Exemptions to ensure the correct registration status
- Update Eligibility programs to the appropriate case load bank
- Review the childcare services and make the necessary referral when applicable

**Note:** Customers who stopped receiving CalWORKs within the past 24 months and are requesting childcare services must be referred to Stage One Child Care. The Stage One Child Care staff will determine if customers may receive services in Stage One or will be referred to Stage Two.

#### References:

Special Notice 13-09 Addendum D  
ACWDL 14-22  
MEDIL 14-02

#### Sunset Date:

This policy will be reviewed for continuance by February 28, 2025.

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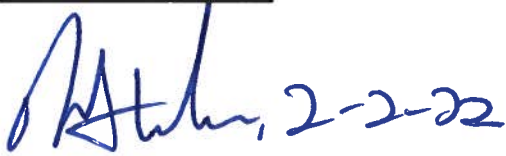
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**Approval for Release:**

A handwritten signature in blue ink, appearing to read "Rick Wanne, 2-2-22".

Rick Wanne, Director  
Self Sufficiency Services

